

**MINUTES**  
**UNIVERSITY ACADEMIC COUNCIL**  
**Friday, September 28, 2018**

**Members present:**

UAC Chair: Lila Carlsen  
Seaver: David Holmes, Tom Vandergon  
Graziadio: Ken Ko, John Mooney  
GSEP: Farzin Madjidi  
SOL: Victoria Schwartz, Ahmed Taha  
SPP: Mike Shires  
University Libraries: Mark Roosa  
Other: Lisa Bortman, Charles Hall, Lindsay Jacobs [ex officio],  
Hung Le, Bryan Reeder, Dave Smith

**Members absent:**

GSEP: June Schmieder  
SPP: Ted McAllister  
Other: Jody Semerau

**Guests present:**

Graziadio: Bernice Ledbetter

- I. Old Business
  - A. Approve **Minutes** of Friday, July 27, 2018 University Academic Council (UAC) electronic meeting  
Approved
  
- II. New Business
  - A. Introduction of new members
  
  - B. Committee responsibilities (UAC Charter) - Lila Carlsen  
Lila reviewed the UAC Charter, highlighting the purview of the committee and the guidelines for consent items.
  
  - C. UAC meeting schedule for 2018-19 - Lila Carlsen  
Due to the work in the Registrar's office in the month of June to secure funding from the Veterans Affairs, academic catalogs must be submitted to the Registrar's office by the beginning of June. Therefore, Lila proposed that all changes to academic catalogs be made by May or held until September, leaving the months of

June, July, and August for input and feedback on pre-proposal items or other business as needed.

The main issue for committee members was that graduate and professional schools do not work on a normal academic calendar (August-May); with cohorts starting constantly, their academic catalogs change constantly. Some committee members were concerned that approval at higher levels (e.g., dean and provost) often delays approval at the faculty level, which then delays submission to UAC. There was also concern about changes to online programs since online cohorts start year-round. The committee asked if proposals could be conditionally approved in May with changes made in June, and the Registrar's office agreed. The committee also agreed to submit proposals to UAC as early in the year as possible.

The committee agreed to host a Zoom (electronic) meeting in December.

D. Transition of an on-ground program to an online program - Lila Carlsen

The committee discussed UAC expectations for on-ground programs becoming online programs with the same content. It was also discussed the amount of rationale needed for such a proposal. Lisa Bortman mentioned that WSCUC considers these types of changes completely new programs. The committee agreed that a school submitting a proposal to transition an on-ground program to an online program would need to submit a new program proposal.

E. UAC New Program Proposal Rubric - Lisa Bortman

Lisa Bortman created rubrics for new program proposals and course/program changes and explained that the rubrics were created from the UAC proposals themselves. While committee members are not required to complete these rubrics for all proposals, it would be helpful to have this data on UAC for WSCUC. Lisa also encouraged members to use these rubrics as they write their own proposals.

III. New Business--Action Items. The following proposal marked as a double-underscored number may be voted on as **Consent Agenda.\***

